



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .2600  
Title: Monthly Reports  
Issue Date: 06/01/2020  
Supersedes: 04/01/2013

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**POLICY AND PROCEDURE**

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**.2601 PURPOSE**

In order to facilitate communication and promote accountability monthly reports shall be submitted by all region dietitians, clinical dietitians, medical dietitians, and lead food service managers.

**.2602 REPORTS, REGION DIETITIAN**

The Region Dietitians shall submit a monthly report to the Director of Food and Nutrition Management no later than the 10<sup>th</sup> of each month. The report shall follow the “Monthly Report Format”.

The Clinical and Medical Dietitians shall submit a monthly report to the Director of Food and Nutrition Management no later than the 10<sup>th</sup> of each month. The report shall follow the “Monthly Report Format”.

**Monthly Report Format:**

- (a) Major Activities and Accomplishments – a brief description in chronological order of all monthly activities
- (b) Future Plans
- (c) Major Problems/Concerns/Serious Incidents
- (d) Recruitment/Retention/Vacancies
- (e) Other Comments

**.2603 REPORTS, FACILITY FOOD SERVICE MANAGERS**

Each facility’s lead Food Service Manager/Supervisor shall submit a monthly report to their Region Dietitian no more than five (5) days following the generation of the Food Management System (FMS) Food Cost Report for the previous month. The monthly report shall include the following attachments:

- (a) FMS Food Cost Report for the previous month.
- (b) FMS Monthly Substitution Record for the previous month.
- (c) FMS Trayline Accuracy Report for the previous month.

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- (d) FMS Menu Deviation Report for the previous month.
  - (e) A copy of the current Health Inspection (if occurred in the previous month).
  - (f) A copy of staff meeting minutes.
  - (g) Facilities with Food Service Technology programs must also attach a Record of Goods Dispensed form.
  - (h) Facilities with offenders enrolled in the Apprentice Program must attach a copy of the Apprentice Record of Hours.

Monthly reports shall be kept on file at the facility.



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Commissioner of Prisons  
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June 1, 2020  
Date